

# Booking in

How to use Sage to book in a P.O

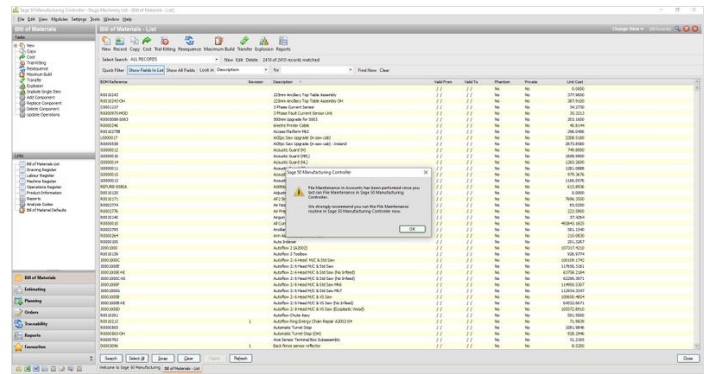
Difficulty Easy

Duration 5 minute(s)

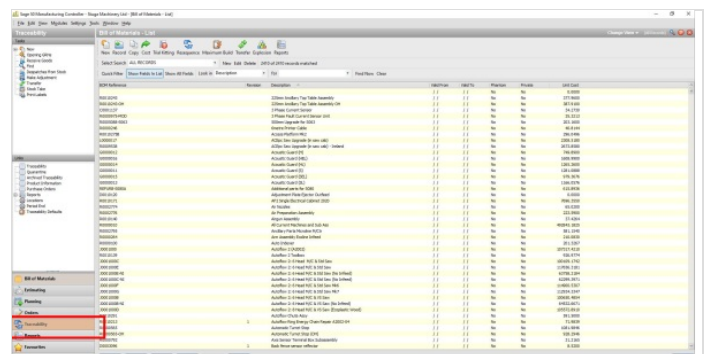
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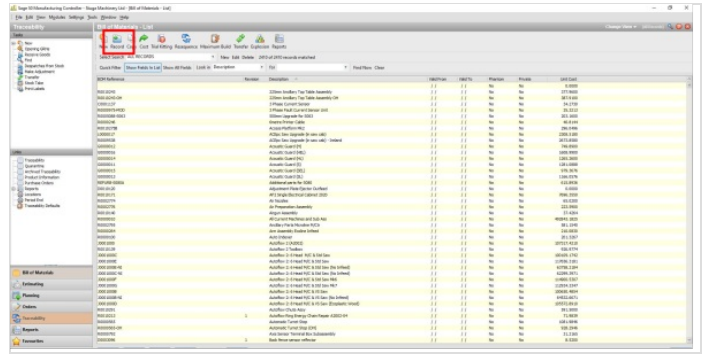
## Step 1 - Open Sage 50 Manufacturing



## Step 2 - Click on Traceability tab

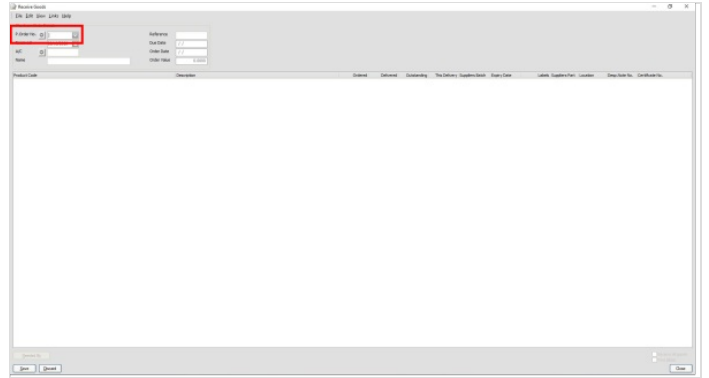


## Step 3 - Click on 'Receive'



## Step 4 - Enter P.O number from Supplier Delivery note

Once this is entered press the 'Tab' on the keyboard



## Step 5 - Populate what needs to be booked in

Fill out the column of Quantity Received on each line for each part code, using the Delivery note supplied.

## Step 6 - Save

Click save.

If an allocation list appears follow the Allocations + Issuing guide